

CITY OF ROSWELL, NM

EOE

POSITION OPENING #10-128

POSITION: Recreation Aide - D/L

DEPARTMENT: Recreation Administration

WORK SCHEDULE: Hours will vary according to schedule to include evenings, weekends and holidays.

SALARY: \$7.5000 per hour

STATUS: Temporary Part-Time

OPENING DATE: November 19, 2010

DEADLINE TO SUBMIT REQUIRED APPLICATION: November 29, 2010

RECREATION AIDE – DRIVER’S LICENSE

Definition and Distinguishing Characteristics

This is specialized work in support of recreation programs and facilities. Work involves the application of routine, non-complex skills to such tasks as monitoring of recreation programs, cashiering and operating concession stands. Work may extend to collecting fees, serving beverages and prepackaged food.

Work is performed in accordance with clearly established routines and procedures. Work involves limited decision-making, although employees are expected to exercise good sound judgment in maintaining discipline when controlling the activities of recreation program participants. Work involves no supervision of others and is supervised directly by a higher ranking Recreation Department employee.

Typical Examples of Work Performed

- Monitors game rooms and other similar activities at a City recreation center
- Sells tickets and collects fees at swimming pools and other recreation facilities.
- Sells pre-packaged food items at a recreation facility concession stand; collects money.
- Maintains cleanliness of assigned area.
- May drive City vehicles.
- Performs related work as required.

Knowledges, Skills and Abilities

- Ability to make change and charge proper fees.
- Ability to control and discipline the behavior of children of all age groups.
- Dependability and mature judgment.
- Ability to drive City vehicles safely and efficiently.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

Minimum Requirements of Education and Experience

None.

Necessary Special Qualification

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

Necessary Special Requirements

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

MUST SUBMIT THE “PRE-EMPLOYMENT RELEASE AND WAIVER” FORM WITH THE APPLICATION

IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT, APPLICANT MUST BE 18 YEARS OF AGE OR OVER

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**